

**CLASSIFIED JOB DESCRIPTION**

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**LEAD INSTRUCTIONAL ASSISTANT-ELL**

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**JOB SUMMARY:**

Under the immediate supervision of the Executive Director of Language Acquisition and Development or designee, will perform duties of above average difficulty assisting in the operation of a class, or similar learning situation for English Learner (EL) students. May perform a variety of clerical, data entry and supportive duties; may provide services to students in a language other than English; will train other staff in the administration of language assessments as assigned; will assist in the coordination of the districtwide administration and reporting of language assessments as assigned; and will perform related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in the instructional program of Limited English Proficient (LEP) students.
- Coordinates the identification, monitors the assessment, and records maintenance of EL students.
- Administers and scores the Language Assessment Scales (LAS) both in the target language and in English.
- Enters data into the Student Information System (SIS).
- Acts as a liaison between parents, school, and the Language Acquisition and Development Department.
- Assists in the preparation for the state required R-30 report.
- Assists EL students in non-primary language classrooms.
- Plans with teachers and Project Specialist.
- Trains other District staff on the administration, scoring, report preparation, interpretation of scores, and appropriate filing of all language assessments.
- Assists on districtwide coordination of the language assessment process.
- Trains new Instructional Assistants-ELL on all of their essential job functions.
- Assists in the coordination of language assessment teams to ensure districtwide compliance on the administration of language assessments.
- Assists in verifying compliance of recordkeeping functions at school sites related to all language assessments.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Combined experience for Instructional Assistant I and II with satisfactory completion of three years paid experience working four or more hours daily.
- Agreement to participate in ongoing professional development related to all essential job junctions and responsibilities.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average complex tasks; understand and carry out oral and written instructions; and prepare reports as required utilizing good grammar.

